



November 17, 2008

Dear Test Accommodations Coordinator for the ACT for Tennessee Statewide Test:

You have been appointed to serve as your school's Test Accommodations Coordinator (TAC) for the April 2009 statewide administration of the ACT for Tennessee. Enclosed you will find a checklist of dates specific to accommodations testing with your responsibilities as Test Accommodations Coordinator. As shown on the checklist, the accommodations testing window is April 22 to May 6, 2009. Also enclosed are directions and forms you will need to request State Testing accommodations, as well as a DVD created to provide you with the details necessary to fulfill the critical responsibilities of Test Accommodations Coordinator at your school. All TACs are encouraged to watch the DVD as it contains valuable information that will be helpful when submitting your requests, administering the test and returning materials.

Submitting Requests for Test Accommodations for the ACT for Tennessee

- The brochure *Procedures for Requesting ACT Test Accommodations* provides detailed information about eligibility requirements, types of accommodations available, and instructions for completing request forms.
- The enclosed copy of the *Request for ACT-Approved Test Accommodations* may be duplicated as needed, or you may request additional copies directly from ACT at (800) 553-6244 ext. 1788. One form must be received at ACT for each student for whom ACT-Approved Accommodations are requested, no later than **February 2, 2009**. Please do *not* submit requests for ACT-Approved Accommodations on any other form.
- Students who do not meet the eligibility requirements for ACT-Approved Accommodations may apply for State-Allowed Accommodations by submitting an *Application for State-Allowed Accommodations* (the enclosed copy may be duplicated as needed). One form must be received at ACT for each student requesting State-Allowed Accommodations by **March 6, 2009**.
- A signed copy of the *Test Accommodations Coordinator Header* must be submitted with each group of completed request forms sent to ACT. One copy is included (this may be duplicated as needed).
- If your school would like to order a library or special education office copy of ACT's practice test in alternate format(s) that is appropriate for students to use as test preparation, please use the *Order Form for Practice Test – Special Formats* that is included.

You may also download any of the forms listed above from the Tennessee Department of Education website at <http://www.state.tn.us/education/assessment/ACTtesting.shtml>

Important Notes:

- Do **NOT** submit both a *Request for ACT-Approved Test Accommodations* and an *Application for State-Allowed Accommodations* for the same student. Read the requirements and submit only one form per student.
- Do **NOT** fax any accommodations request forms to ACT. This can lead to the creation of duplicate records for a student at ACT and may slow down the approval process. We ask that you mail the request forms to ACT to ensure that the documents are legible for review. Be sure to attach a *Test Accommodations Coordinator Header* to every group of requests that you send to ACT to assist us in verifying which school will test the student(s).
- Students with different timing codes may NOT test in the same room; students approved for a reader's script must test individually; and students with ACT-Approved Accommodations must be administered separate from State-Allowed Accommodations. If ACT procedures are not followed, the resulting scores will be cancelled.

If you have questions regarding requesting test accommodations for the ACT for Tennessee Statewide Test, or the accommodations process, you may call ACT at (800) 553-6244 ext. 1788, or contact us by e-mail at [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org).

Sincerely,

ACT State Testing

Enclosures